



HIGH PERFORMANCE
LEARNING CENTER

EMPOWERING SUCCESS

Other Useful Information

Training Venues

For the 2007-2008 Winter Trimester:

- All SOAR Technology course sessions will be held in the Human Resources Department's Computer Training Room.
- New Employee Orientation (NEO) sessions will be presented at the Riverside Convention Center.
- All other 'in class' course sessions and SPEC Interactive sessions will be facilitated in the Human Resources Department's Large Conference Room.
- SPEC Modules should be completed as assigned, during office hours, at your workstation or at any other suitably convenient location.

Locations:

Human Resources Department: 3780 Market St., Riverside 92501.
(On the corner of Market St. and University Ave.)
Riverside Convention Center: 3343 Orange St., Riverside 92501.
(On the corner of Orange St. and 5th St.)

For the 2008 Spring Trimester and Beyond:

- Many course sessions will continue to be offered at the same venues as per the 2007-2008 Winter Trimester. However, to ensure that City employees receive greater and more flexible access to learning opportunities, the M³P High Performance Learning Center anticipates providing sessions at other appropriate City venues as well. Further details will be available at www.riversideca.gov/human/m3p, at least 2 months before the 2008 Spring Semester begins.

Note: All venue and schedule information is subject to change. Please check the online calendar at www.riversideca.gov/human/m3p regularly for any updates.

Parking Information

For training sessions conducted at the Human Resources Department, please refer to the map on the adjoining page for parking options, and also note the following:

- The M³P High Performance Learning Center will validate parking at **Garages 1, 2, and 6 only**. However, if you hold a disabled placard or disabled plates, you may also park with validation in Garage 3, which is directly above the Human Resources Department.
- Free parking is available at the corner of 3rd St. and Market St.
- On-street metered parking is limited to 1 hour in most locations.
- City employees working downtown near the Human Resources Department are encouraged to walk if possible.

For training sessions conducted at the Riverside Convention Center, free parking is available at the venue.

TENTH ST.	UNIVERSITY AVE.	MISSION INN AVE.	SIXTH ST.	FIFTH ST.	ALMOND ST. MARKET ST.	FOURTH ST.	THIRD ST.
Pkg Lot Parking Lot City Hall	Parking Garage 4	HR Parking Garage 3 California Tower		Parking Lot	Marriott Hotel	Parking Lot	
City Hall Garage Pkg Lot Parking Garage 6	Parking Garage 2	Main St. Pedestrian Mall Parking Garage 1	Mission Inn	Parking Garage 5	Riverside Convention Center		
NINTH ST.	Post Office	Parking Lot Museum	Library Parking Lot		ORANGE ST.		
					LEMON ST.		

NOTE: MAP IS NOT TO SCALE

Course Exemptions

If you are a participant in a certificate program and believe that you may have previously completed a course that is similar to a core course required within your program, you may be eligible for a course exemption. If you wish to request such an exemption, please contact the M³P High Performance Learning Center at Ph: 951-826-5269 or E-mail: m3p@riversideca.gov for your request to be assessed.

Graduation Ceremony

At the conclusion of each trimester, a graduation ceremony will be held to acknowledge all participants who have successfully completed certificate programs within that trimester. Graduates will be presented with a commemorative certificate in honor of their achievement by City officials.

Education Reimbursement Program

Full-time regular employees who have completed one year of full-time employment and at least one probationary period, may be eligible to participate in the education reimbursement program in relation to certain courses of study at particular accredited educational institutions.

For further information, please refer to www.riversideca.gov/human/m3p or Ph: 951-826-5269.

Safety Division Training

For information on OSHA certification or other specific safety related training, please contact the Safety Division at Ph: 951-826-5840.

Important Note

Participation in any programs or courses offered by the M³P High Performance Learning Center **neither implies nor guarantees** a resulting increase in salary or wages... but it will aid greatly in the development of your skills and career!